

Action Tutoring Trustee Role Description

Role Title	Trustee (2-3 positions available)
Working with	Chair of trustees, other trustees, CEO and senior management team
Location	Action Tutoring, Tobacco Dock, Wapping, E1W 2SF.
Commitment	<p>Quarterly board meetings (usually 2 hours), 1 half day strategy day per year; preparation time for the above meetings reading papers; engagement with chair and CEO where appropriate in between meetings according to skill set.</p> <p>The current term of office is for 3 years; after which period trustees can stand for re-election.</p>
Start Date	Spring/ summer 2019
Expenses	Travel expenses covered if required

About Action Tutoring

Action Tutoring is a national education charity that supports young people facing socio-economic disadvantage to achieve a meaningful level of academic attainment, with a view to enabling them to go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils through partnerships with schools, to increase their subject knowledge, confidence and study skills. We work with Secondary Schools to support pupils preparing for GCSEs and Primary Schools supporting year 5 and 6 pupils preparing for SATs.

Action Tutoring launched in London in 2011 and has grown rapidly, including expansion to 6 further cities: Bristol, Birmingham, Liverpool, Sheffield, Brighton and Newcastle. Over the last 4 years we have benefited significantly from a strong relationship with the funder Impetus-PEF. They have just agreed a new three funding partnership with us, alongside a new three year strategy. Given this, we are at an exciting stage of development, looking to grow significantly further and to make continued improvements to our model. By 2021 we aim to support 3,600 young people a year, an increase from 2,100 today, with expansion continuing at both primary and secondary level.

The team currently consists of 26 paid staff, 7 trustees and just over 1,000 active volunteer tutors per year.

About the Opportunity

We are looking to grow and develop our trustee board and are looking for people who are passionate about improving opportunities for young people and tackling disadvantage to join our trustee board. The current skill set and knowledge base of the board particularly includes the following: strategy, financial management, legal, risk management and the charity sector.

We have a particular need for one or more talented individuals with a strong background in education to join our team: either as a senior teacher in a school (ideally Head teacher) or with a strong background in the charity education sector.

We are also looking to recruit a new trustee with a more general background. We are open to exploring different skill sets but have particularly identified gaps on our current board around marketing, communications and HR.

This is an exciting opportunity to join the committed and dynamic trustee board to play a strategic and critical governance role overseeing Action Tutoring's work at a key stage of the organisation's development and to play a role in shaping the direction of the organisation for the future.

The successful candidates will need to have excellent interpersonal skills, an ability to understand data and financial information, ability to think strategically, a real commitment to the work and mission of Action Tutoring and a desire to help shape and develop the charity, ensuring that it is governed to a high standard.

Action Tutoring is committed to six key values in all its work with schools, pupils, volunteer tutors, staff and wider stakeholders as outlined here:



Why We Matter

Our work matters for several key reasons:

- **The attainment gap:** In the UK there are huge gaps in attainment between pupils from disadvantaged backgrounds and their more affluent peers. Nationally, 63% of pupils leave school with 5 good GCSEs including English and maths, versus just 35% of pupils eligible for free school meals. The attainment gap at Primary School is smaller at 11%, but a gap exists nevertheless and only widens through Secondary School. Those that fail to reach national standards at Primary School very rarely go on to catch up and achieve 5 good GCSEs at Secondary school.
- **Qualifications matter:** Achieving 5 good GCSE including English and maths significantly reduces a young person's chance of ending up not in education, employment or training (NEET). A young person's chance is significantly increased of reaching this milestone if they have reached national standards at Primary School. Nearly 800,000 16-24 year olds are currently not in education, employment or training, many of whom because they have not got basic GCSEs to enable them to progress to the next steps in life. The cost to the state of each NEET has been estimated at £56,000 over a lifetime; we therefore believe that the work of Action Tutoring not only benefits the individual, but also wider society.
- **Tutoring works:** Tutoring has been shown to add up to 5 months of progress, but it is expensive, often costing at least £30-£40 an hour. Whilst tutoring is a booming industry, it is simply not an affordable option for many families. The Sutton Trust estimates that 1 in 4 pupils now have a private tutor, with that figure rising to 42% in London. As the gap in attainment only continues to widen between rich and poor, the social imperative to level the playing field through access to wider educational support has become all the stronger.

Trustee Key Duties and Responsibilities:

The charity commission breaks down the trustee's role into six clear duties and here we explain their particular relevance to Action Tutoring.

Duty	How this applies to Action Tutoring
Ensure the charity is carrying out its purpose for the public benefit	Ensure that Action Tutoring's mission is adhered to and strategy is set in accordance with the mission and public benefit.
Comply with the charity's governing	Ensure that Action Tutoring is legally

document and the law	compliant in all areas, manages risk carefully and has suitable policies and procedures in place. Safeguarding is a particular area of risk for Action Tutoring to manage.
Act in your charity's best interest	Be an advocate for the charity wherever possible; ensure that decisions are taken that will further the interests of the charity.
Manage the charity's resources responsibly	Ensure that the finances are well managed.
Ensure the charity is accountable	Regular scrutiny of data, finances and the senior team.
Act with reasonable care and skill	Take the time to read papers carefully and attend meetings, give careful thought to decisions and seek to apply your skills to further the charity's interests.

Required Experience and Skills

- Strong knowledge and understanding of the education sector, with school experience at a senior level, preferably Head or Deputy level, or ability to offer other relevant skills such as marketing, communications or an HR background.
- A genuine interest in supporting disadvantaged young people to succeed and a commitment to Action Tutoring's mission
- An ability and willingness to ask challenging questions
- Ability to think strategically
- Ability to scrutinize data and financial information; attention to detail
- A strong commitment to professionalism and ensuring that high standards are maintained
- Ability to work well with the whole board

Desirable Experience and Skills

- Prior experience as a trustee or school governor
- Experience of the charity sector
- Experience of monitoring & evaluation processes and/or schools data

Application	<p>Please send a CV and short cover letter (max 1 side) to the CEO, Susannah Hardyman: susannah@actiontutoring.org.uk</p> <p>Susannah or the chair, Peter Baines, would be delighted to have a phone call with prospective candidates interested in exploring the role more before applying. Please email Susannah on the above email address to arrange a time.</p>
Closing Deadline	<p>8th March, 2019</p>
Interviews	<p>Late March/ early April – to be arranged with shortlisted candidates for a mutually convenient time.</p>
Further Information	<p>Visit www.actiontutoring.org.uk or email:</p> <p>Action Tutoring is committed to providing training and inductions for trustees.</p>